



Burien

Washington, USA

400 SW 152nd St., Suite 300, Burien, WA 98166

Phone: (206) 241-4647 • FAX (206) 248-5539

www.burienwa.gov

February 12, 2010

RE: City of Burien Annexation

Dear Business Owner,

I would like to welcome you to the City of Burien. As you probably know, on August 18, 2009, a majority of voting residents in the proposed annexation area, located in the southern portion of North Highline, chose to join the City of Burien. As a result, your business will officially be located in Burien as of April 1, 2010.

As a business new to Burien, your local opportunities and responsibilities will change on April 1. I encourage you to reach out and take advantage of some of our local resources. For example, Burien sponsors a Taking Aim at Graffiti (TAG) program, which provides graffiti removal to commercial properties – free of charge. Another City service you can take advantage of is the “pre-submittal meetings,” where you can meet with a City planner prior to expanding or moving your business. That way, you are aware of zoning & land use issues, parking, setbacks, signage and design criteria before you lease, buy or alter a new space.

There are also several local business organizations offering networking, collaboration and public input:

Discover Burien	Southwest King County Chamber of Commerce	Burien Business & Economic Development Partnership (BEDP)
Steve Gilbert 620 SW 150 th St. Burien, WA 98166 (206) 433-2882 www.discoverburien.com Promotional marketing. Meets 2 nd Wednesday of each month at Burien City Hall 6:30 pm.	Nancy Hinthorne 14220 Interurban Ave. S. Tukwila, WA 98168 (206) 575-1333 www.swkcc.org Regional voice and business networking. Monthly meetings at various locations.	Dick Loman City of Burien Economic Development Manager (206) 248-5528 dickl@burienwa.gov Advisory Board to the Burien City Council. Meets 2 nd Friday of each month at Burien City Hall 7:00 am.

Small Business Development Center (SBDC)

I especially want to call your attention to our Small Business Development Center at Highline Community College. Experienced business professionals are available by appointment to confidentially work with you on expansion, marketing, or financial needs you may have - also free of charge. You may contact Zev Siegl at (206) 878-3710, ext. 5151 or zsiegl@highline.edu.

Burien Business License

In addition to new opportunities, there are also new responsibilities. A Burien Business License is required to do business within our City limits. Business licenses are valid August 1 – July 31. For the remainder of this business license year, from April 1 through July 31, the license fees will be waived for newly annexed businesses. However, starting August 1, 2010, owners of annexed businesses will be expected to comply with the licensing requirements. For more information, please refer to the Burien Municipal Code Chapter 5.05, available on our website at www.codepublishing.com/wa/burien, or call (206) 988-3714.

Burien Business and Occupation (B&O) Tax

The City of Burien collects a .05% business and occupation tax on gross receipts earned within the City. For example, a business with \$100,000 in gross receipts would pay \$50 in Burien B&O taxes. However, there is a threshold, which means that businesses with annual gross receipts of less than \$100,000 are not subject to the tax. The tax is remitted quarterly and forms will be mailed to you. For more information, please refer to the Burien Municipal Code Chapter 3.11 or call (206) 988-3714.

State and Local Sales and Use Tax

The amount of state and local sales and use taxes you will be collecting and remitting through the Department of Revenue will not change, but the local reporting code will change so that Burien receives its share of the taxes. For taxes collected on or after April 1, 2010, the local code is 1734, instead of 1700. For more information, please contact the Washington Department of Revenue at www.dor.wa.gov.

Our goal is to assist and welcome our new businesses and residents during this transition. For additional information on how the annexation will affect business owners and residents, please visit our annexation section on the Burien website, www.burienwa.gov/annexation, or call the Burien Annexation Information Line at (206) 436-5555. We look forward to working with you.

Sincerely,



Mike Martin
City Manager